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ABSTRACT

This document is intended to serve as a guide for institutions in the development of data bases to support the implementation of planning and management systems. This publication serves to identify and describe those staff-related data elements: (1) required to support current National Center for Higher Education Management Systems (NCHEMS) products; (2) anticipated as being required for future NCHEMS reports; and (3) commonly maintained by institutions for operational and reporting purposes. It should be emphasized that the data categories and definitions suggested represent common usage except in those identified instances for which accepted national standards exist. (Author/HS)

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DATA ELEMENT DICTIONARY: STAFF

PRELIMINARY DRAFT
for review purposes only

Second Edition
Technical Report 32

DATA ELEMENT DICTIONARY: STAFF

TECHNICAL REPORT 32

National Center for Higher Education Management Systems at WICHE

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The Western Interstate Commission for Higher Education (WICHE) is a public agency through which the 13 western states work together

. . . to increase educational opportunities for westerners.

. . . to expand the supply of specialized manpower in the West.

. . . to help universities and colleges improve both their programs and their management.

. . . to inform the public about the needs of higher education.

The Program of the National Center for Higher Education Management Systems at WICHE was proposed by state coordinating agencies and colleges and universities in the West to be under the aegis of the Western Interstate Commission for Higher Education. The National Center for Higher Education Management Systems at WICHE proposes in summary:

To design, develop, and encourage the implementation of management information systems and data bases including common data elements in institutions and agencies of higher education that will:

- provide improved information to higher education administration at all levels.
- facilitate exchange of comparable data among institutions.
- facilitate reporting of comparable information at the state and national levels.

DATA ELEMENT DICTIONARY: STAFF

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Second Edition

Technical Report No. 32

1972

James S. Martin

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National Center for Higher Education Management Systems at
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ABSTRACT

The preliminary draft of the second edition of the Data Element Dictionary has been prepared by the NCHEMS staff under the guidance of the project Task Force. The Task Force has reviewed this document and has recommended that it be distributed to the higher education community for purposes of soliciting comments and suggestions for improvements.

This document is intended to serve as a guide for institutions in the development of data bases to support the implementation of planning and management systems. This publication serves to identify and describe:

1. Those data elements required to support current NCHEMS products.
2. Certain data elements anticipated as being required for future NCHEMS products.
3. Certain data elements commonly maintained by institutions for operational and reporting purposes.

It should be emphasized that the data categories and definitions suggested represent common usage except in those identified instances for which accepted national standards exist, e.g., U.S. postal code abbreviations for states of the U.S. and zip codes. In those few cases where more than one set of categories and definitions are commonly used, alternative choices have been provided.

Since the primary intent of this document is the identification of data elements, many of the data elements specify institutionally defined categories.

The definitions of data elements included in this publication will be revised to reflect the development of standard definitions arising out of activities in other NCHEMS projects and elsewhere.

It should also be emphasized that this document does not contain the complete list of data elements that should be included in an institutional data system. Unique institutional requirements will mandate the inclusion of other elements.

PREFACE

The preliminary draft of the second edition of the Data Element Dictionary has been prepared by the NCHEMS staff under the guidance of the Data Element Dictionary Task Force. The Task Force has reviewed this document and has recommended that it be distributed to the higher education community for the purposes of soliciting comments and suggestions for improvements.

We urge the readers to review this document and forward their comments, criticisms, and suggestions directly to the author or members of the staff by March 1, 1973.

Ben Lawrence
Director

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This second edition of the Data Element Dictionary is the product of the efforts of many individuals. In particular, we are indebted to the members of the Data Element Dictionary Task Force, who generously contributed their time and efforts in the development of this edition:

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TABLE OF CONTENTS

Chapter		Page
I.	INTRODUCTION	1
II.	DICTIONARY ORGANIZATION AND FORMAT	5
III.	INDICES	11
IV.	DEMOGRAPHIC AND BIOGRAPHICAL DATA	17
V.	PREVIOUS EDUCATIONAL EXPERIENCE DATA	49
VI.	APPOINTMENT DATA	57
VII.	ASSIGNMENT DATA	75
VIII.	FACULTY ACTIVITY DATA	81

APPENDICES

1.	STANDARD FORMAT FOR CALENDAR DATE	91
2.	STANDARD ABBREVIATIONS FOR STATES OF THE UNITED STATES	93
3.	STANDARD ABBREVIATIONS FOR COUNTRIES OF THE WORLD	95
4.	VISA TYPES	99
5.	HEGIS TAXONOMY	103
6.	SUGGESTED COBOL PICTURES	109
7.	CHANGES FROM FIRST EDITION	111

REFERENCES 117

CHAPTER I

INTRODUCTION

The primary mission of the National Center for Higher Education Management Systems (NCHEMS) at WICHE is to assist higher education institutions and agencies with the development of improved resource allocation and management systems.

To meet these objectives, the Center has undertaken the development of:

1. Procedures for making information available to assist higher education administrators with internal management.
2. Analytical methods and tools.
3. Procedures to facilitate the exchange of comparable data amcng institutions and agencies of higher education.

The purpose of these procedures and tools will be to assist decision makers in institutions and agencies of higher education in improved analysis, planning, and resource allocation.

All of the developmental tasks mentioned above require the availability of data. Because of this requirement, many institutions can use guidance in identifying those data that should be available. The Data Element Dictionary (DED) is an attempt to respond to this need.

This publication serves to identify and describe:

1. Those data elements required to support current NCHEMS products.
2. Certain data elements anticipated as being required for future NCHEMS projects.
3. Certain data elements commonly maintained by institutions for operational and reporting purposes.

The first edition of the Data Element Dictionary (Thomas, 1970) was the first product produced by the Center and as such concentrated on forecasting data elements that would be supportive of other NCHEMS efforts in the area of developing planning and management systems. The second edition of the Data Element Dictionary has incorporated changes to the first edition resulting from:

1. Reactions to the first edition by the higher education community.
2. The development of other related NCHEMS products.
3. Further efforts of the DED Task Force and Center staff in developing data bases for higher education information systems.

Elements appearing in the first edition of the Data Element Dictionary have been retained with the exception of a few data elements that the Data Element Dictionary Task Force felt were no longer appropriate.

Since the primary intent of this document is the identification of data elements, many of the data elements specify institutionally defined categories, i.e.,

values and definitions of those values within each data element. Data categories and definitions suggested represent common usage except in those identified instances for which national standards exist, e.g., U.S. postal code abbreviations for states of the U.S. and zip codes. In those few cases where more than one set of categories and definitions are commonly used, alternative choices have been provided.

The definitions of data elements included in this publication will be revised when appropriate to reflect the development of standard definitions arising out of activities in other NCHEMS projects and elsewhere. In particular, the Information Exchange Procedures project will be specifying values and definitions of those values for many of the data elements.

This document does not contain the complete list of data elements that should be included in an institutional data system. Unique institutional requirements will mandate the inclusion of other elements.

An attempt has been made to restrict the Data Element Dictionary to only basic elemental (i.e., nonderivable) data elements. In a few cases where derived data elements were typically found to be stored by many institutions, these have also been included.

The complete Data Element Dictionary will be released in the five sections listed below:

1. Course-Related Elements
2. Facilities-Related Elements
3. Finance-Related Elements
4. Staff-Related Elements
5. Student-Related Elements

These five sections do not represent specific institutional files; rather, they represent logical groupings of data items that are separated for purposes of presentation.

CHAPTER II

DICTIONARY ORGANIZATION AND FORMAT

This section of the Data Element Dictionary contains the data elements pertaining to staff members.

For purposes of the Data Element Dictionary, staff is defined as:

All persons considered to be employees of the institution.

It is anticipated that the following categories of staff would be excluded:

1. Those persons hired for brief periods of consultation.
2. Those persons employed by organizations under contract to provide a service to the institution.

The staff-related data elements identified in this section of the Data Element Dictionary have been grouped into five data blocks for convenient presentation and examination. The numbers attached to the elements are intended only to facilitate identification and location of the elements and have no implication for standard coding practices. The five blocks of staff-related data elements are:

1. 001-099 Demographic and Biographical Data

   This block of data elements is designed to define information about the employee's demographic characteristics and cumulative professional background.

2. 101-199 Previous Educational Experience Data

   This block of data elements is designed to define information related to each educational experience of the staff member.

3. 201-299 Appointment Data

   This block of data elements is designed to define information about each appointment of the staff member.

4. 301-399 Assignment Data

   This block of data elements is designed to define information regarding an employee's assignments within the institution in accordance with the Manpower Accounting Manual (Minter, 1972).

5. 401-499 Faculty Activity Data

   This block of data elements is designed to define information about each faculty member's activities. (Note: For a further discussion of NCHEMS efforts in this area, see Romney, 1971.)

These five data blocks could be related to an employee of the institution in the following manner:

Demographic and Biographical Data

*Previous Educational Experience Data

Appointment Data

·Assignment Data

-Faculty Activity Data

Thus, each staff member would be expected to have one block of demographic and biographical data elements along with one or more blocks of previous educational experience data. In addition, all employees would have one or more appointment blocks per year with an appropriate number of assignment blocks linked to each appointment block. Also, all employees considered by the institution to be faculty members would have a number of activity data blocks, i.e., one block per activity. It is important that institutions maintain the appointment, assignment, and faculty activity data elements historically.

Institutions should structure their data bases in such a manner as to link these five data blocks. This is particularly important in identifying specific assignments with appointments and also in linking faculty activities with their appropriate appointments and assignments.

The description of each data element contains the following information:

1. ELEMENT NUMBER - A three digit number to identify each data element. The first digit of the element number defines the appropriate data block to which the data element is assigned. The other two digits merely provide a sequential identification of the data element within that data block.
2. ELEMENT TITLE - A brief identification of the data element.

3. DEFINITION - A brief description of the data element.

4. CODES OR RECORDING INSTRUCTIONS - A description of the suggested codes or recording instructions, if appropriate. May also include detailed categorical definitions.

5. USES - An identification of various NCHEMS products that require or are likely to require this data element in the future, either where it is required in its absolute form or where it is required to derive another data element used by an NCHEMS product. Most data elements fall into this latter category. In addition, those elements required for completion of the Higher Education General Information Survey (HEGIS) are identified.

The following abbreviations are used to describe the various NCHEMS products:

Cost Finding Principles	CFP
Faculty Activity Analysis	FAA
Higher Education Facilities Planning and Management Manuals	SAM
Higher Education Finance Manual	HEFM
Information Exchange Procedures	IEP
Manpower Accounting Manual	PCM
Program Measures	PM
Resource Requirements Prediction Models	RRPM

6. COMMENTS - Additional information that may be required to further define the data element, justify its inclusion, or identify its relationship to other data elements.

7. DATE ISSUED - Indicates calendar date that NCHEMS released this version of the data element. Institutions may wish to use this space for those data elements they have added to the Data Element Dictionary.

CHAPTER III

INDICES

ALPHABETICAL INDEX

Data Element	DED No.	Page
Account Number	204	62
Achievement Record	027	45
Activity Beginning Date	407	89
Activity Category	401	83
Activity Ending Date	408	90
Activity FTE	402	84
Activity Outcome Category	404	86
Activity Program Function	403	85
Address - City	009	27
Address - State	010	28
Address - Street/Apartment	008	26
Address - Telephone Number	012	30
Address - Zip Code	011	29
Annual Salary Rate	213	71
Appointment Code	202	60
Appointment Effective Date	207	65
Appointment Expiration Date	208	66
Appointment FTE	205	63
Appointment Organizational Unit	203	61

INDICES - Continued

Data Element	DED No.	Page
Appointment Period	206	64
Appointment Status	209	67
Appointment Title	201	59
Assignment	301	77
Assignment Beginning Date	303	79
Assignment Ending Date	304	80
Assignment FTE	302	78
Beginning Date - Year	105	55
Campus Office - Building Code	014	32
Campus Office - Building Name	015	33
Campus Office - Campus	013	31
Campus Office - Room Number	016	34
Campus Office - Telephone Number	017	35
Citizenship Status	006	24
Civil Rights Racial Category	007	25
Course Identifier	405	87
Date of Birth	003	21
Degree/Certificate	102	52
Degree/Certificate Date	103	53
Ending Date - Year	106	56
Faculty Rank	210	69
Highest Academic Degree or Diploma	022	40
Honorary Degrees and Awards	023	41

INDICES - Continued

Data Element	DED No.	Page
Institution Name	101	51
Leave Status	210	68
Licenses, Certificates, and Registrations	025	43
Location of Previous Employment - State	029	47
Major Field of Study	104	54
Marital Status	005	23
Method of Entry into Current Job Class	214	72
Name	001	19
Physical Handicap Status	018	36
Position Budget Amount	216	74
Position Identification	215	73
Professional Affiliations	024	42
Section Identifier	406	88
Sex	004	22
Staff Identification Number	002	20
Special Competencies	026	44
Student Identification Number	019	37
Tenure Status	212	70
Termination Code	020	38
Termination Date	021	39
Type of Previous Employment	028	46

ALPHABETICAL INDEX BY NCHEMS PRODUCT

NCHEMS PRODUCT	DATA ELEMENT	DED NO.
COST FINDING PRINCIPLES (CFP)	Account Number	204
	Activity Beginning Date	407
	Activity Category	401
	Activity Ending Date	408
	Activity FTE	402
	Activity Program Function	403
	Annual Salary Rate	213
	Appointment Effective Date	207
	Appointment Expiration Date	208
	Appointment FTE	205
	Appointment Period	206
	Assignment	301
	Assignment Beginning Date	303
	Assignment Ending Date	304
	Assignment FTE	302
	Faculty Rank	211
FACULTY ACTIVITY ANALYSIS (FAA)	Account Number	204
	Activity Beginning Date	407
	Activity Category	401
	Activity Ending Date	408
	Activity FTE	402
	Activity Outcome Category	404
	Activity Program Function	403
	Annual Salary Rate	213
	Appointment FTE	205
	Appointment Organizational Unit	203
	Appointment Period	206
	Appointment Status	209
	Assignment	301
	Assignment Beginning Date	303
	Assignment Ending Date	304
	Assignment FTE	302
	Course Identifier	405
	Faculty Rank	211
	Leave Status	210
	Section Identifier	406
HIGHER EDUCATION FACILITIES PLANNING AND MANAGEMENT MANUALS (SAM)	Account Number	204
	Appointment FTE	205
	Faculty Rank	211
	Position Identification	215

ALPHABETICAL INDEX - Continued

NCHEMS PRODUCT	DATA ELEMENT	DED NO.
HIGHER EDUCATION FINANCE MANUAL (HEFM)	Account Number	204
	Annual Salary Rate	213
	Appointment Effective Date	207
	Appointment Expiration Date	208
	Appointment FTE	205
	Faculty Rank	211
INFORMATION EXCHANGE PROCEDURES (IEP)	Account Number	204
	Activity Beginning Date	407
	Activity Category	401
	Activity Ending Date	408
	Activity FTE	402
	Activity Program Function	403
	Annual Salary Rate	213
	Appointment Effective Date	207
	Appointment Period	206
	Course Identifier	405
	Faculty Rank	211
	Section Identifier	406
MANPOWER ACCOUNTING MANUAL (PCM)	Assignment	301
	Assignment Beginning Date	303
	Assignment Ending Date	304
	Assignment FTE	302
PROGRAM MEASURES (PM)	Activity Category	401
	Activity Program Function	403
	Annual Salary Rate	213
	Assignment	301
	Assignment FTE	302
	Faculty Rank	211
RESOURCE REQUIREMENTS PREDICTION MODELS (RRPM)	Account Number	204
	Activity Beginning Date	407
	Activity Category	401
	Activity Ending Date	408
	Activity FTE	402
	Activity Program Function	403
	Annual Salary Rate	213
	Appointment Effective Date	207
	Appointment Expiration Date	208
	Appointment FTE	205
	Course Identifier	405
	Faculty Rank	211
	Leave Status	210
	Section Identifier	406

HEGIS INDEX

Data Element	DED No.
Annual Salary Rate	213
Appointment Effective Date	207
Appointment Expiration Date	208
Appointment Status	209
Appointment Title	201
Assignment	301
Assignment Beginning Date	303
Assignment Ending Date	304
Faculty Rank	211
Leave Status	210
Sex	004

CHAPTER IV

DEMOGRAPHIC AND BIOGRAPHICAL DATA

DED No.	Title
001	Name
002	Staff Identification Number
003	Date of Birth
004	Sex
005	Marital Status
006	Citizenship Status
007	Civil Rights Racial Category
008	Address - Street/Apartment
009	Address - City
010	Address - State
011	Address - Zip Code
012	Address - Telephone Number
013	Campus Office - Campus
014	Campus Office - Building Code
015	Campus Office - Building Name
016	Campus Office - Room Number
017	Campus Office - Telephone Number
018	Physical Handicap Status
019	Student Identification Number
020	Termination Code
021	Termination Date

DEMOGRAPHIC AND BIOGRAPHICAL DATA

DED No.	Title
022	Highest Academic Degree or Diploma
023	Honorary Degrees and Awards
024	Professional Affiliations
025	Licenses, Certificates, and Registrations
026	Special Competencies
027	Achievement Record
028	Type of Previous Employment
029	Location of Previous Employment - State

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Staff Related Data Elements

001
ELEMENT NUMBER

ELEMENT TITLE: Name

DEFINITION:

The legal combination of words by which the employee is known.

CODES OR RECORDING INSTRUCTIONS:

Literal text that may include the following sub-elements:

a. Last name
b. Prefix
c. Suffix
d. First name
e. Middle name
f. Maiden name

USES

COMMENTS:

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002
ELEMENT NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Staff Related Data Elements

ELEMENT TITLE Staff Identification Number

DEFINITION:

The unique number assigned to each individual considered to be an employee by the institution.

CODES OR RECORDING INSTRUCTIONS:

USES

COMMENTS:

The employee's social security number is typically used for this element. This element is a linking element to the Course and Student sections.

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National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Staff Related Data Elements

003
ELEMENT NUMBER

ELEMENT TITLE Date of Birth

DEFINITION:

The calendar date of birth as designated on the employee's legal birth registration or certificate.

CODES OR RECORDING INSTRUCTIONS:

Six-digit numeric code - YYMMDD

See Appendix 1

USES

COMMENTS:

DATE ISSUED September 1972

004
ELEMENT NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Staff Related Data Elements

ELEMENT TITLE Sex

DEFINITION

The sex of the employee, male or female.

CODES OR RECORDING INSTRUCTIONS

Code	Category
M	Male
F	Female

USES HEGIS

COMMENTS

DATE ISSUED September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Staff Related Data Elements

005
ELEMENT NUMBER

ELEMENT TITLE Marital Status

DEFINITION:

The legal status of the employee with respect to wedlock.

CODES OR RECORDING INSTRUCTIONS:

Category	Definition
Single	The state of never having been or not presently married.
Married	The state of having a spouse.
Legally Separated	The state of having the conjugal relationship of husband and wife terminated by court decree.
Widowed	The state of being deprived of one's spouse through his or her death.
Divorced	The state of having the marriage dissolved by judicial declaration.

USES

COMMENTS:

For many institutions, "Single" or "Married" may be sufficient categories.

DATE ISSUED September 1972

006
ELEMENT NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Staff Related Data Elements

ELEMENT TITLE Citizenship Status

DEFINITION:

The code that indicates the employee's nationality and visa type, if appropriate.

CODES OR RECORDING INSTRUCTIONS:

*First two characters are country - see Appendix 3.
**Third and fourth characters are reserved for visa type - see Appendix 4.

*Existing U. S. Department of Commerce standard
**Existing U. S. Department of Justice standard

USES

COMMENTS:

DATE ISSUED September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Staff Related Data Elements

007
ELEMENT NUMBER

ELEMENT TITLE Civil Rights Racial Category

DEFINITION:

An indication of the employee's ethnic origin.

CODES OR RECORDING INSTRUCTIONS:

Civil rights compliance reporting requires the following categories:

Code	Category
1	Oriental
2	American Indian
3	Negro
4	Spanish-Surnamed American*
5	All Other (Include Caucasian)

* Includes all employees of Mexican, Puerto Rican, Cuban, or Spanish origin.

One alternative currently being used by some institutions of higher education is:

Code		
1	Asian American	Employees who identify themselves ethnically as being of Chinese, Japanese, Korean, Hawaiian, Samoan, or Filipino descent.
2	Black American	Employees who identify themselves etnnically as being of Black or Afro-American descent.
3.	American Indian	Employees who identify themselves ethnically as being of Native American Indian descent, including Canadian and Alaskan Natives. Does not include White Americans.
4	Chicano or Mexican American	Employees who identify themselves as being of Chicano or Mexican American descent.
5	All Other American Ethnic Minorities	Employees who identify themselves ethnically with a minority group other than those listed above, such as: Puerto Rican, Cubans, Spanish, or Latin Americans, etc.
6	White American	Employees who identify themselves as native born U. S. Citizens of European descent.
7	Foreign Employees	Employees who carry F or J visa.
8	Refuse to Indicate	Employees who decline to indicate ethnic background.

USES

COMMENTS:

DATE ISSUED September 1972

008

ELEMENT NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Staff Related Data Elements

ELEMENT TITLE Address - Street/Apartment

DEFINITION:

The street identification or P. O. box number of the location at which the employee may be found or reached.

CODES OR RECORDING INSTRUCTIONS:

Literal list which may include:

a. House Number

b. Apartment Number

c. Street

d. Post Office Box Number

USES

COMMENTS:

DATE ISSUED September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Staff Related Data Elements

009
ELEMENT NUMBER

ELEMENT TITLE Address - City

DEFINITION:

The city in which the employee's residence exists.

CODES OR RECORDING INSTRUCTIONS:

USES

COMMENTS:

DATE ISSUED September 1972

010
ELEMENT NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Staff Related Data Elements

ELEMENT TITLE Address - State

DEFINITION:

The U. S. Postal Service designation of the state in which the employee's place of residence exists.

CODES OR RECORDING INSTRUCTIONS:

Two-digit code - see Appendix 2.

USES

COMMENTS:

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National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Staff Related Data Elements

011
ELEMENT NUMBER

ELEMENT TITLE Address - Zip Code

DEFINITION:

The U. S. Postal Service Zip Code designation for the employee's place of residence.

CODES OR RECORDING INSTRUCTIONS:

Five-digit postal code as provided in U. S. Postal Service Manual.

USES

COMMENTS:

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012
ELEMENT NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Staff Related Data Elements

ELEMENT TITLE Address - Telephone Number

DEFINITION:

The telephone number of the employee or that telephone number through which the employee may be reached.

CODES OR RECORDING INSTRUCTIONS:

Actual telephone number - Area Code (3 digits); Exchange (3 digits); Number (4 digits); Extension (4 digits).

Omit hyphens.

USES

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National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Staff Related Data Elements

013
ELEMENT NUMBER

ELEMENT TITLE Campus Office - Campus

DEFINITION:

The institutionally defined designation for the campus of the institution where the employee's office is located.

CODES OR RECORDING INSTRUCTIONS:

USES

COMMENTS:

DATE ISSUED September 1972

014
ELEMENT NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Staff Related Data Elements

ELEMENT TITLE Campus Office - Building Code

DEFINITION:

The institutionally defined code for the specific building where the employee's office is located.

CODES OR RECORDING INSTRUCTIONS:

USES

COMMENTS:

This element is a linking element to the Facilities section.

DATE ISSUED September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Staff Related Data Elements

015
ELEMENT NUMBER

ELEMENT TITLE Campus Office - Building Name

DEFINITION:

The name given by the institution to the specific building where the employee's office is located.

CODES OR RECORDING INSTRUCTIONS:

USES

COMMENTS:

DATE ISSUED September 1972

016
ELEMENT NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Staff Related Data Elements

ELEMENT TITLE Campus Office - Room Number

DEFINITION:

The number or other identifier of the room assigned to the employee for use as an office.

CODES OR RECORDING INSTRUCTIONS:

USES

COMMENTS:

This element is a linking element to the Facilities section.

DATE ISSUED September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Staff Related Data Elements

017
ELEMENT NUMBER

ELEMENT TITLE Campus Office - Telephone Number

DEFINITION:

The primary office telephone number of the employee or that number through which the employee may be reached.

CODES OR RECORDING INSTRUCTIONS:

Actual telephone number. Area Code (3 digits); Telephone Exchange (3 digits); Telephone Number (4 digits); Extension (4 digits). Omit hyphens.

USES

COMMENTS:

DATE ISSUED September 1972

018

ELEMENT NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Staff Related Data Elements

ELEMENT TITLE Physical Handicap Status

DEFINITION:

A code that designates an employee's anatomical deficiency or impairment that requires special arrangements within campus facilities.

CODES OR RECORDING INSTRUCTIONS:

Code	Category
1	Ambulatory
2	Sight
3	Hearing
4	Other

The above categories represent one suggested possible set. An alternative set of categories may be equally appropriate.

USES

COMMENTS:

DATE ISSUED September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Staff Related Data Elements

019
ELEMENT NUMBER

ELEMENT TITLE Student Identification Number

DEFINITION:

The unique number assigned by the institution to identify each employee who is considered to be a student at that institution. (Social Security number is typically used.)

CODES OR RECORDING INSTRUCTIONS:

USES

COMMENTS:

The individual's Social Security number is typically used. This element is a linking element to the Student section.

DATE ISSUED September 1972

020
ELEMENT NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Staff Related Data Elements

ELEMENT TITLE Termination Code

DEFINITION:

An institutionally defined code that indicates the employee's reason for leaving the institution, e.g., voluntary resignation, involuntary resignation, etc.

CODES OR RECORDING INSTRUCTIONS:

USES

COMMENTS:

DATE ISSUED September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Staff Related Data Elements

021
ELEMENT NUMBER

ELEMENT TITLE Termination Date

DEFINITION:

The calendar date when the employee terminated from the institution.

CODES OR RECORDING INSTRUCTIONS:

Six-digit numeric code - YYMMDD
See Appendix 1.

USES

COMMENTS:

DATE ISSUED September 1972

022
ELEMENT NUMBER

DATA ELEMENT DICTIONARY
Staff Related Data Elements

ELEMENT TITLE Highest Academic Degree or Diploma

DEFINITION:

A code to indicate the highest degree, certificate, or diploma earned by the employee.

CODES OR RECORDING INSTRUCTIONS:

Category
No academic credential
High School diploma or GED
Trade or craft certificate
Professional certificate
Associate Degree
Bachelor's Degree
Master's Degree
Professional Degree
Doctorate

The above categories represent one suggested possible set. An alternative set of categories may be equally appropriate.

USES

COMMENTS:

Honorary degrees should not be considered.

DATE ISSUED September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Staff Related Data Elements

023
ELEMENT NUMBER

ELEMENT TITLE Honorary Degrees and Awards

DEFINITION:

A degree, award, or distinction bestowed or conferred upon the employee as an honor without the usual adjuncts.

CODES OR RECORDING INSTRUCTIONS:

This element should be coded as an appropriate number of text records and should include the following items.

a. Award
b. Date of award

USES

COMMENTS:

DATE ISSUED September 1972

024
ELEMENT NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Staff Related Data Elements

ELEMENT TITLE Professional Affiliations

DEFINITION:

The associations of the employee with professional organizations or learned societies. This element should include ranks within the organizations and dates, if appropriate.

CODES OR RECORDING INSTRUCTIONS:

This element should be coded as an appropriate number of records and should include the following items:

a. Association
b. Rank
c. Date(s)

USES

COMMENTS:

DATE ISSUED September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Staff Related Data Elements

025
ELEMENT NUMBER

ELEMENT TITLE Licenses, Certificates, and Registrations

DEFINITION:

Specific credentials entitling the employee to engage in legal practice of a profession. (Medical License, Legal Bar, C.P.A., etc.)

CODES OR RECORDING INSTRUCTIONS:

This element should be coded as an appropriate number of text records and should include the specific credential earned by the employee.

USES

COMMENTS:

DATE ISSUED September 1972

026
ELEMENT NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Staff Related Data Elements

ELEMENT TITLE Special Competencies

DEFINITION:

Special interests, competencies, and experiences of the employee such as foreign country experience, foreign language competency, significant prior employment positions, significant performing or creative skills, etc.

CODES OR RECORDING INSTRUCTIONS:

This element should be coded as an appropriate number of text records and should include the following items:

a. Competency
b. Date

USES

COMMENTS:

DATE ISSUED September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Staff Related Data Elements

027
ELEMENT NUMBER

ELEMENT TITLE Achievement Record

DEFINITION:

Summary of the publications and other achievements reaching publics outside the institution. Should include papers presented, monographs, major articles, books, and other creative achievements.

CODES OR RECORDING INSTRUCTIONS:

This element should be coded as an appropriate number of text records and should include the following items:

a. Achievement
b. Date

USES

COMMENTS:

DATE ISSUED September 1972

028
ELEMENT NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Staff Related Data Elements

ELEMENT TITLE Type of Previous Employment

DEFINITION:

An institutionally defined code to indicate the type of the employee's previous employment just prior to appointment at this institution, e.g., Government, Industry, University, Student, Self-Employed, etc.

CODES OR RECORDING INSTRUCTIONS:

USES

COMMENTS:

DATE ISSUED September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Staff Related Data Elements

029
ELEMENT NUMBER

ELEMENT TITLE Location of Previous Employment - State

DEFINITION:

U. S. Postal Service code for the state in which the employee's previous employment occurred.

CODES OR RECORDING INSTRUCTIONS:

Two-digit code - see Appendix 2.

USES

COMMENTS:

If the previous location was a foreign country, code as "ZZ".

DATE ISSUED September 1972

CHAPTER V

PREVIOUS EDUCATIONAL EXPERIENCE DATA

DED No.	Title
101	Institution Name
102	Degree/Certificate
103	Degree/Certificate Date
104	Major Field of Study
105	Beginning Date - Year
106	Ending Date - Year

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Staff Related Data Elements

101
ELEMENT NUMBER

ELEMENT TITLE Institution Name

DEFINITION:

The name of the institution at which the employee obtained the educational experience described by this block of data elements.

CODES OR RECORDING INSTRUCTIONS:

USES

COMMENTS:

DATE ISSUED September 1972

102
ELEMENT NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Staff Related Data Elements

ELEMENT TITLE Degree/Certificate

DEFINITION:

The title or award conferred upon the employee for the successful completion of a given curriculum or program.

CODES OR RECORDING INSTRUCTIONS:

USES

COMMENTS:

Should include high school diplomas and GED certificates.

DATE ISSUED September 1972

ELEMENT TITLE Degree/Certificate Date

DEFINITION:

Calendar date on which degree or certificate was awarded.

CODES OR RECORDING INSTRUCTIONS:

Four-digit numeric code - YYMM
See Appendix 1.

USES

COMMENTS:

DATE ISSUED September 1972

104
ELEMENT NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Staff Related Data Elements

ELEMENT TITLE Major Field of Study

DEFINITION:

The degree or certificate program in which the employee was enrolled or has completed. HEGIS taxonomy preferred.

CODES OR RECORDING INSTRUCTIONS:

Four-digit numeric code

If HEGIS Taxonomy used, see Appendix 5.

USES

COMMENTS:

This element is not required if degree or certificate is a high school diploma.

DATE ISSUED September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Staff Related Data Elements

105
ELEMENT NUMBER

ELEMENT TITLE Beginning Date - Year

DEFINITION:

The calendar year in which the educational experience described in this block of data elements began.

CODES OR RECORDING INSTRUCTIONS:

The two low-order digits of the calendar year, e.g., 1972 = "72"

USES

COMMENTS:

DATE ISSUED September 1972

106

ELEMENT NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Staff Related Data Elements

ELEMENT TITLE Ending Date - Year

DEFINITION:

The calendar year in which the educational experience described in this block of data elements was terminated.

CODES OR RECORDING INSTRUCTIONS:

The two low-order digits of the calendar year, e.g., 1972 = "72"

USES

COMMENTS:

This element is not needed if degree or certificate was awarded.

DATE ISSUED September 1972

CHAPTER VI

APPOINTMENT DATA

DED No.	Title
201	Appointment Title
202	Appointment Code
203	Appointment Organizational Unit
204	Account Number
205	Appointment FTE
206	Appointment Period
207	Appointment Effective Date
208	Appointment Expiration Date
209	Appointment Status
210	Leave Status
211	Faculty Rank
212	Tenure Status
213	Annual Salary Rate
214	Method of Entry into Current Job Class
215	Position Identification
216	Position Budget Amount

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Staff Related Data Elements

201
ELEMENT NUMBER

ELEMENT TITLE Appointment Title

DEFINITION:

The institutionally defined descriptive title of the employee's position or appointment.

CODES OR RECORDING INSTRUCTIONS:

Literal title.

USES HEGIS

COMMENTS:

DATE ISSUED September 1972

202
ELEMENT NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Staff Related Data Elements

ELEMENT TITLE Appointment Code

DEFINITION:

An institutionally defined code that describes the category of position. This code will usually map directly to the appointment title (DED 201).

CODES OR RECORDING INSTRUCTIONS:

USES

COMMENTS:

DATE ISSUED September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Staff Related Data Elements

203
ELEMENT NUMBER

ELEMENT TITLE Appointment Organizational Unit

DEFINITION:

An institutionally defined code for the organizational unit to which the employee is attached for purposes of personnel and similar administrative relationships.

CODES OR RECORDING INSTRUCTIONS:

USES FAA

COMMENTS:

This is a linking element that should be consistent throughout all uses and files.

DATE ISSUED September 1972

204
ELEMENT NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Staff Related Data Elements

ELEMENT TITLE Account Number

DEFINITION:

The institutional account number to which the salary for this appointment is charged.

CODES OR RECORDING INSTRUCTIONS:

USES RRPM, CFP, IEP, SAM, FAA, HEFM

COMMENTS:

This element is a linking element to the Finance section.

DATE ISSUED September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Staff Related Data Elements

205
ELEMENT NUMBER

ELEMENT TITLE Appointment FTE

DEFINITION:

The full-time-equivalent proportion, as defined by institutional standards, represented by the appointment described by this block of data elements.

CODES OR RECORDING INSTRUCTIONS:

E.g.: 1 FTE = "100"
1/2 FTE = "050"

USES RRPM, CFP, IEP, SAM, FAA, HEFM

COMMENTS:

DATE ISSUED September 1972

206
ELEMENT NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Staff Related Data Elements

ELEMENT TITLE Appointment Period

DEFINITION:

The number of months to which this appointment applies.

CODES OR RECORDING INSTRUCTIONS:

Actual number of months rounded to nearest whole month.

USES CFP, FAA

COMMENTS:

If appointment is indefinite or greater than 12 months, enter "12". This element may be derived from elements 207 and 208 but is frequently stored by institutions.

DATE ISSUED September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Staff Related Data Elements

207
ELEMENT NUMBER

ELEMENT TITLE Appointment Effective Date

DEFINITION:

Calendar date within a given fiscal year on which this appointment is (was) effective.

CODES OR RECORDING INSTRUCTIONS:

Six-digit numeric code - YYMMDD
See Appendix 1.

USES IEP, RRPM, CFP, HEGIS, HEFM

COMMENTS:

DATE ISSUED September 1972

208
ELEMENT NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Staff Related Data Elements

ELEMENT TITLE Appointment Expiration Date

DEFINITION:

Calendar date within a given fiscal year on which this appointment will be (was) terminated.

CODES OR RECORDING INSTRUCTIONS:

Six-digit numeric code - YYMMDD
See Appendix 1.

USES IEP, RRPM, CFP, HEGIS, HEFM

COMMENTS:

DATE ISSUED September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Staff Related Data Elements

209
ELEMENT NUMBER

ELEMENT TITLE Appointment Status

DEFINITION:

An institutionally defined code to identify the status or type of this appointment, e.g., regular, temporary, visiting.

CODES OR RECORDING INSTRUCTIONS:

USES HEGIS, FAA

COMMENTS:

DATE ISSUED September 1972

210
ELEMENT NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Staff Related Data Elements

ELEMENT TITLE Leave Status

DEFINITION:

An institutionally defined code to indicate the employee's leave status, if appropriate; e.g., Sabbatical, leave without pay, etc.

CODES OR RECORDING INSTRUCTIONS:

USES RRPM, FAA, HEGIS

COMMENTS:

DATE ISSUED September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Staff Related Data Elements

211
ELEMENT NUMBER

ELEMENT TITLE Faculty Rank

DEFINITION:

The institutionally defined categorization of a faculty position as a function of a number of variables, such as responsibility, length of service, and academic expertise; e.g., Teaching Assistant, Teaching Associate, Research Associate, Lecturer, Instructor, Assistant Professor, Associate Professor, Professor.

CODES OR RECORDING INSTRUCTIONS:

USES RRPM, IEP, PM, HEGIS, SAM, CFP, HEFM, FAA

COMMENTS:

DATE ISSUED September 1972

212
ELEMENT NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Staff Related Data Elements

ELEMENT TITLE Tenure Status

DEFINITION:

The state of the employee with respect to assurance of permanence in a position for the duration of that position, e.g., Tenured, Nontenured, Not Eligible.

CODES OR RECORDING INSTRUCTIONS:

USES

COMMENTS:

DATE ISSUED September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Staff Related Data Elements

213
ELEMENT NUMBER

ELEMENT TITLE Annual Salary Rate

DEFINITION:

The full-time-equivalent annual salary rate at which the employee is being paid for this appointment.

CODES OR RECORDING INSTRUCTIONS:

Actual dollar amount.

USES RRPM, IEP, PM, CFP, HEGIS, HEFM, FAA

COMMENTS:

DATE ISSUED September 1972

214
ELEMENT NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Staff Related Data Elements

ELEMENT TITLE Method of Entry into Current Job Class

DEFINITION:

An institutionally defined code to identify the method by which the employee was brought into this job class.

CODES OR RECORDING INSTRUCTIONS:

Category
New Hire
Promotion
Transfer
Demotion

USES

COMMENTS:

The above categories are those required for HEW compliance reporting purposes.

DATE ISSUED September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Staff Related Data Elements

215
ELEMENT NUMBER

ELEMENT TITLE Position Identification

DEFINITION:

An institutionally defined code that describes the employee's position with the institution.

CODES OR RECORDING INSTRUCTIONS:

USES SAM

COMMENTS:

DATE ISSUED September 1972

216
ELEMENT NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Staff Related Data Elements

ELEMENT TITLE Position Budget Amount

DEFINITION:

The dollar amount budgeted by the institution for the appointment described by this block of data elements.

CODES OR RECORDING INSTRUCTIONS:

Actual dollar amount.

USES

COMMENTS:

DATE ISSUED September 1972

CHAPTER VII

ASSIGNMENT DATA

DED No.	Title
301	Assignment
302	Assignment FTE
303	Assignment Beginning Date
304	Assignment Ending Date

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Staff Related Data Elements

301
ELEMENT NUMBER

ELEMENT TITLE Assignment

DEFINITION:

A code that describes a specific set of activities an employee is expected to perform within a program established to accomplish some institutional goal.

CODES OR RECORDING INSTRUCTIONS:

First eight digits of Manpower Assignment Code as described in A Manual for Manpower Accounting in Higher Education (Minter, 1971).

The first (Program Function) and seventh (Occupational Activity) digits are required for HEGIS reporting purposes.

Program Function		Occupational Activity	
Code	Category	Code	Category
1	Instruction	1	Executive, Administrative, Managerial
2	Organized Research	2	Instructional
3	Public Service	3	Professional
4	Academic Support	4	Technical
5	Student Service	5	Office
6	Institutional Support	6	Crafts and Trades
7	Independent Operations	7	Service

USES PCM, PM, HEGIS, CFP, FAA

COMMENTS:

This element will occur before the fact for each assignment of the employee.

DATE ISSUED September 1972

302
ELEMENT NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Staff Related Data Elements

ELEMENT TITLE Assignment FTE

DEFINITION:

The full-time-equivalent proportion that an employee is expected to devote to the accomplishment of a specific assignment.

CODES OR RECORDING INSTRUCTIONS:

E.g.: 1 FTE = "100"
1/2 FTE = "050"

USES PCM, PM, CFP, FAA

COMMENTS:

This element will occur before the fact for <u>each</u> assignment of the employee.

DATE ISSUED September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Staff Related Data Elements

303
ELEMENT NUMBER

ELEMENT TITLE Assignment Beginning Date

DEFINITION:

Calendar date on which this assignment is scheduled to begin.

CODES OR RECORDING INSTRUCTIONS:

Six-digit numeric code - YYMMDD
See Appendix 1.

USES PCM, HEGIS, CFP, FAA

COMMENTS:

DATE ISSUED September 1972

304
ELEMENT NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Staff Related Data Elements

ELEMENT TITLE Assignment Ending Date

DEFINITION:

Calendar date on which this assignment is scheduled to end.

CODES OR RECORDING INSTRUCTIONS:

Six-digit numeric code - YYMMDD
See Appendix 1.

USES PCM, HEGIS, CFP, FAA

COMMENTS:

DATE ISSUED September 1972

FACULTY ACTIVITY DATA

DED No.	Title
401	Activity Category
402	Activity FTE
403	Activity Program Function
404	Activity Outcome Category
405	Course Identifier
406	Section Identifier
407	Activity Beginning Date
408	Activity Ending Date

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Staff Related Data Elements

401
ELEMENT NUMBER

ELEMENT TITLE Activity Category

DEFINITION:

A code that describes the activities that faculty typically perform.

CODES OR RECORDING INSTRUCTIONS:

Code	Category
01	Scheduled Teaching
02	Unscheduled Teaching
03	Academic Program Advising
04	Course and Curriculum Research and Development
05	Institutes and Research Centers
06	Specific Projects
07	General Scholarship and Professional Development
08	General Professional Service/Advice directed outside the institution
09	Extension Service (Noninstitutional)
10	Student-Oriented Service
11	General Professional Service/Advice directed toward the institution
12	Service Reports and Records
13	Administrative Duties
14	Committee Participation

The above categories and definitions are those currently being pilot tested by the Faculty Activity Analysis project and are subject to change.

USES FAA, RRPM, IEP, PM, CFP

COMMENTS:

This element will occur after the fact for each activity that the faculty member has performed.

DATE ISSUED September 1972

402
ELEMENT NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Staff Related Data Elements

ELEMENT TITLE Activity FTE

DEFINITION:

The full-time-equivalent proportion that a faculty member devotes to the accomplishment of a specific activity.

CODES OR RECORDING INSTRUCTIONS:

E.g.: 1 FTE = "100"
1/2 FTE = "050"

USES RRPM, FAA, CFP, IEP

COMMENTS:

This element will occur after the fact for each activity that the faculty member has performed.

DATE ISSUED September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Staff Related Data Elements

403
ELEMENT NUMBER

ELEMENT TITLE Activity Program Function

DEFINITION:

The institutional program for which a particular set of faculty activities is designed or exists.

CODES OR RECORDING INSTRUCTIONS:

First eight digits of the Program Classification Structure (PCS) code (Gulko, 1972).

USES FAA, CFP, RRPM, PM, IEP

COMMENTS:

Some programs will require only the first two digits of the PCS code.

DATE ISSUED September 1972

404
ELEMENT NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Staff Related Data Elements

ELEMENT TITLE Activity Outcome Category

DEFINITION:

Those intended products, events, and/or conditions produced by the activity described by this block of data elements that potentially can affect one or more beneficiary groups.

CODES OR RECORDING INSTRUCTIONS:

Code	Category	Definition
1	Student Growth and Development	Results and benefits of activities that are contributed to enhancing personal, social, academic, and/or career aspects of students who are registered in the institution.
2	Development of New Knowledge and Art Forms	Results and benefits of activities that contribute to the development, storage, utilization, and/or appreciation of knowledge and art.
3	Inseparable Combination of 1 and 2	Results and benefits of activities that contribute to both student growth and development of new knowledge and art forms and cannot be separated.
4	Community Development and Service	Results and benefits of activities that contribute to educational growth and provide short- or long-term utility to the community.
5	General Institutional Support	Results and benefits of activities that contribute to maintaining the institution.
6	Personal Professional Growth	Results and benefits of activities that contribute principally to personal professional growth.

USES FAA

COMMENTS: The above categories and definitions are those currently being pilot tested by the Faculty Activity Analysis project and are subject to change.

This data element would have a multiple occurrence if the activity contributes to joint outcomes.

DATE ISSUED September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Staff Related Data Elements

405
ELEMENT NUMBER

ELEMENT TITLE Course Identifier

DEFINITION:

Official institutional number or other code that serves to identify uniquely the course being taught.

CODES OR RECORDING INSTRUCTIONS:

USES RRPM, FAA, IEP

COMMENTS:

This element is a linking element to the Course section.

DATE ISSUED September 1972

406
ELEMENT NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Staff Related Data Elements

ELEMENT TITLE Section Identifier

DEFINITION:

A unique identifier for the section within a course being taught.

CODES OR RECORDING INSTRUCTIONS:

USES RRPM, FAA, IEP

COMMENTS:

Along with the Course Identifier (element 405), this element is a linking element to the Course section.

DATE ISSUED September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Staff Related Data Elements

407
ELEMENT NUMBER

ELEMENT TITLE Activity Beginning Date

DEFINITION:

Calendar date when this activity is scheduled to begin (began).

CODES OR RECORDING INSTRUCTIONS:

Six-digit numeric code - YYMMDD

See Appendix 1.

USES FAA, RRPM, CFP, IEP

COMMENTS:

DATE ISSUED September 1972

408
ELEMENT NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Staff Related Data Elements

ELEMENT TITLE Activity Ending Date

DEFINITION:

Calendar date when this activity is scheduled to end (ended).

CODES OR RECORDING INSTRUCTIONS:

Six-digit numeric code - YYMMDD

See Appendix 1.

USES FAA, RRPM, CFP, IEP

COMMENTS:

DATE ISSUED September 1972

APPENDIX 1

STANDARD FORMAT FOR CALENDAR DATE

The specification for calendar date used in the Data Element Dictionary is the one adopted by the U. S. Department of Commerce, National Bureau of Standards, as reported in Federal Information Processing Standards (FIPS) Publication No. 4 dated November 1, 1968.

In this standard, "Calendar Date is represented by a numeric code of six consecutive positions that represent (from left to right, in high to low order sequence) the Year, the Month and the Day, as identified by the Gregorian Calendar."

The first two positions represent the tens and units identification of the year. For example, the year 1914 is represented as 14, and the year 1915 is represented as 15.

The third and fourth positions represent the twelve months of the year, i.e.,

Month	Code
January	01
February	02
March	03
April	04
May	05
June	06
July	07
August	08
September	09
October	10
November	11
December	12

The fifth and sixth positions represent the days of the month, which are expressed as 01 through 31.

Examples of calendar date coding are: December 1, 1909, is coded as 091201; 31 January, 1964, is coded as 640131; 1967 January 15 is coded as 670115.

When the day of the month is not known, insert zeroes in the last two digits of the date field.

APPENDIX 2

STANDARD ABBREVIATIONS FOR STATES OF THE UNITED STATES

The two-character alphabetic codes below are recognized by the United States Postal Service and recommended for use as the standard code set in the NCHEMS Data Element Dictionary.

Alabama	AL	Montana	MT
Alaska	AK	Nebraska	NB
Arizona	AZ	Nevada	NV
Arkansas	AR	New Hampshire	NH
California	CA	New Jersey	NJ
Colorado	CO	New Mexico	NM
Connecticut	CT	New York	NY
Delaware	DE	North Carolina	NC
District of Columbia	DC	North Dakota	ND
Florida	FL	Ohio	OH
Georgia	GA	Oklahoma	OK
Hawaii	HI	Oregon	OR
Idaho	ID	Pennsylvania	PA
Illinois	IL	Rhode Island	RI
Indiana	IN	South Carolina	SC
Iowa	IA	South Dakota	SD
Kansas	KS	Tennessee	TN
Kentucky	KY	Texas	TX
Louisiana	LA	Utah	UT
Maine	ME	Vermont	VT
Maryland	MD	Virginia	VA
Massachusetts	MA	Washington	WA
Michigan	MI	West Virginia	WV
Minnesota	MN	Wisconsin	WI
Mississippi	MS	Wyoming	WY
Missouri	MO		

APPENDIX 3

STANDARD ABBREVIATIONS FOR COUNTRIES OF THE WORLD

The standard value set recommended to represent countries of the world is that of the U. S. Department of Commerce, National Bureau of Standards as reported in Federal Information Processing Standards (FIPS) publication number 10 dated June 15, 1970.

Countries, Dependencies, and Areas of Special Sovereignty
With Their Assigned Codes. (Sequenced by Code)

Code	Name
	A
AC	ANTIGUA
AF	AFGHANISTAN
AG	ALGERIA
AL	ALBANIA
AN	ANDORRA
AO	ANGOLA
AQ	AMERICAN SAMOA
AR	ARGENTINA
AS	AUSTRALIA
AT	ASHMORE AND CARTIER ISLANDS
AU	AUSTRIA
AY	ANTARCTICA
	B
BA	GAHRAIN
BB	BARBADOS
BC	BOTSWANA
BD	BERMUDA
BE	BELGIUM
BF	BAHAMAS
BH	BRITISH HONDURAS
BL	BOLIVIA
BM	BURMA
BP	BRITISH SOLOMON ISLANDS
BQ	UNITED STATES MISC. CARIBBEAN ISLANDS
BR	BRAZIL
BT	BHUTAN
BU	BULGARIA
BV	BOUVET ISLAND
BX	BRUNEI
BY	BURUNIDI
	C
CA	CANADA
CB	CAMBODIA
CD	CHAD
CE	CEYLON
CF	CONGO(BRAZZA VILLE)
CG	CONGO (KINSHASA)
CH	CHINA, COMMUNIST
CI	CHILE
CJ	CAYMAN ISLANDS
CK	COCOS ISLANDS
CL	CENTRAL AND SOUTHERN LINE ISLANDS
CM	CAMEROON
CN	COMORO ISLANDS
CO	COLOMBIA
CS	COSTA RICA
CT	CENTRAL AFRICAN REPUBLIC
CU	CUBA
CV	CAPE VERDE

Countries, Dependencies, and Areas of Special Sovereignty With Their Assigned Codes. (Sequenced by Code)

Code	Name
CW	COOK ISLANDS
CY	CYPRUS
CZ	CZECHOSLOVAKIA
	D
DA	DENMARK
DM	DAHOMEY
DO	DOMINICA
DR	DOMINICAN REPUBLIC
	E
EC	ECUADOR
EG	UNITED ARAB REPUBLIC
EI	IRELAND
EK	EQUATORIAL GUINEA
EQ	CANTON AND ENDERBURY ISLANDS
ES	EL SALVADOR
ET	ETHIOPIA
	F
FA	FALKLAND ISLANDS
FG	FRENCH GUIANA
FI	FINLAND
FJ	FIJI
FO	FAEROE ISLANDS
FP	FRENCH POLYNESIA
FR	FRANCE
FS	FRENCH SOUTHERN AND ANTARCTIC LANDS (exluding Terre Adelie)
FT	FRENCH TERRITORY OF AFARS AND ISSAS
	G
GA	GAMBIA
GB	GABON
GC	GERMANY, SOVIET ZONE OF
GE	GERMANY, FEDERAL REPUBLIC OF
GH	GHANA
GI	GIBRALTAR
GJ	GRENADA
GL	GREENLAND
GN	GILBERT AND ELLICE ISLANDS
GP	GUADELOUPE
GQ	GUAM
GR	GREECE
GT	GUATEMALA
GV	GUINEA
GY	GUYANA
GZ	GAZA STRIP
	H
HA	HAITI
HK	HONG KONG
HM	HEARD AND McDONALD ISLANDS
HO	HONDURAS
HU	HUNGARY
	I
IC	ICELAND
ID	INDONESIA
IN	INDIANA
IO	BRITISH INDIAN OCEAN TERRITORY
IQ	UNITED STATES MISC. PACIFIC ISLANDS
IR	IRAN
IS	ISRAEL
IT	ITALY
IU	ISRAEL-SYRIA DEMILITARIZED ZONES
IY	IRAQ-SAUDI ARABIA NEUTRAL ZONE
IZ	IRAQ
	J
JA	JAPAN
JM	JAMAICA
JN	JAN MAYEN
JO	JORDAN
JQ	JOHNSTON ATOLL

Countries, Dependencies, and Areas of Special Sovereignty
With Their Assigned Codes. (Sequenced by Code)

Code	Name
	K
KE	KENYA
KN	KOREA, NORTH
KS	KOREA, REPUBLIC OF
KT	CHRISTMAN ISLAND (INDIAN OCEAN)
KU	KUWAIT
	L
LA	LAOS
LE	LEBANON
LI	LIBERIA
LS	LIECHTENSTEIN
LT	LESOTHO
LU	LUXEMBOURG
LY	LIBYA
	M
MA	MADAGASCAR
MB	MARTINIQUE
MC	MACAO
ME	SPANISH TERRITORIES IN NORTHERN MOROCCO
MG	MONGOLIA
MH	MONTSERRAT
MI	MALAWI
ML	MALI
MN	MONACO
MO	MOROCCO
MP	MAURITIUS
MQ	MIDWAY ISLANDS
MR	MAURITANIA
MT	MALTA
MU	MUSCAT AND OMAN
MV	MALDIVES
MX	MEXICO
MY	MALAYSIA
MZ	MOZAMBIQUE

Code	Name
	N
NA	NETHERLANDS ANTILLES
NC	NEW CALEDONIA
NE	NIUE
NF	NORFOLK ISLAND
NG	NIGER
NH	NEW HEBRIDES
NI	NIGERIA
NL	NETHERLANDS
NO	NORWAY
NP	NEPAL
NR	NAURU
NS	SURINAM
NU	NICARAGUA
NZ	NEW ZEALAND
	P
PA	PARAGUAY
PC	PITCAIRN ISLAND
PE	PERU
PF	PARACAL ISLANDS
PG	SPRATLY ISLAND
PK	PAKISTAN
PL	POLAND
PN	PANAMA
PO	PORTUGAL
PP	PAPUA AND NEW GUINEA
PQ	CANAL ZONE
PT	PORTUGUESE TIMOR
PU	PORTUGUESE GUINEA
	Q
QA	QATAR
	R
RE	REUNION
RH	SOUTHERN RHODESIA

Countries, Dependencies, and Areas of Special Sovereignty
With Their Assigned Codes. (Sequenced by Code)

Code	Name
RO	ROMANIA
RP	PHILIPPINES
RQ	PUERTO RICO
RW	RWANDA
	S
SA	SAUDI ARABIA
SB	ST. PIERRE AND MIQUELON
SC	ST. CHRISTOPHER-NEVIS-ANGUILLA
SE	SEYCHELLES
SF	SOUTH AFRICA
SG	SENEGAL
SH	ST. HELENA
SK	SIKKIM
SL	SIERRA LEONE
SM	SAN MARINO
SN	SINGAPORE
SO	SOMALIA
SP	SPAIN
SQ	SWAN ISLANDS
SS	SPANISH SAHARA
ST	ST. LUCIA
SU	SUDAN
SV	SVALBARD
SW	SWEDEN
SY	SYRIA
SZ	SWITZERLAND
	T
TC	TRUCIAL STATES
TD	TRINIDAD AND TOBAGO
TH	THAILAND
TK	TURKS AND CAICOS ISLANDS
TL	TOKELAU ISLANDS
TN	TONGA
TO	TOGO
TP	SAO TOME AND PRINCIPE
TQ	TRUST TERRITORY OF THE PACIFIC ISLANDS
TS	TUNISIA
TU	TURKEY
TW	CHINA, REPUBLIC OF
TZ	TANZANIA
	U
UG	UGANDA
UK	UNITED KINGDOM
UR	SOVIET UNION
US	UNITED STATES
UV	UPPER VOLTA
UY	URUGUAY
	V
VC	ST. VINCENT
VE	VENEZUELA
VI	BRITISH VIRGIN ISLANDS
VN	VIET-NAM, NORTH
VQ	VIRGIN ISLANDS (U.S.)
VS	VIET-NAM, REPUBLIC OF
VT	VATICAN CITY
	W
WA	SOUTH-WEST AFRICA
WB	WEST BERLIN
WF	WALLIS AND FUTUNA
WQ	WAKE ISLAND
WS	WESTERN SAMOA
WZ	SWAZILAND
	Y
YE	YEMEN
YO	YUGOSLAVIA
YQ	RYUKYU ISLANDS, SOUTHERN
YS	SOUTHERN YEMEN
	Z
ZA	ZAMBIA

APPENDIX 4

VISA TYPES

The following visa type codes and descriptions are taken from "United States Immigration Laws," General Information, published by the U. S. Department of Justice, Immigration and Naturalization Service M-50 (Rev. 1970 N).

Code	Description
A1	An ambassador, public minister, or career diplomatic or consular officer accredited by a foreign government recognized by the United States, who is accepted by the President or by the Secretary of State, and members of the applicant's immediate family. Also, upon the basis of reciprocity, certain other accredited and accepted officials and employees of recognized foreign governments and members of their immediate families, as well as the attendants and personal employees of these officials and employees, and of ambassadors.
B1	An alien having a residence in a foreign country that he has no intention of abandoning who is visiting the United States temporarily for business.

Code	Description
B2	An alien having a residence in a foreign country that he has no intention of abandoning who is visiting the United States temporarily for pleasure.
E1	An alien entitled to enter the United States solely to carry on substantial trade between the United States and the foreign state of which he is a national, or solely to develop and direct an enterprise in which he has invested or is actively in the process of investing a substantial amount of capital.
F1	A bona fide and qualified student having a residence in a foreign country that he does not intend to abandon, who seeks to enter the United States temporarily and solely to pursue a full course of study at an established institution of learning or other recognized place of study in the United States.
H1	An alien having a residence in a foreign country that he does not intend to abandon who is of distinguished merit and ability and who is coming temporarily to the United States to perform services of an exceptional nature requiring such merit and ability.

Code	Description
H2	An alien having a residence in a foreign country that he does not intend to abandon who is coming temporarily to perform temporary services or labor, if unemployed persons capable of performing such service or labor cannot be found in this country.
H3	An alien having residence in a foreign country that he does not intend to abandon who is coming temporarily to the United States as a trainee.
J1	An alien having residence in a foreign country that he has no intention of abandoning who is a bona fide student, scholar, trainee, teacher, professor, research assistant, specialist, or leader in a field of specialized knowledge or skill, who seeks to enter the United States temporarily as a participant in a program designated by the Secretary of State.
L2	An alien (intracompany transferee) who, immediately preceding the time of his application for admission into the United States, has been employed continuously for one year by a firm, corporation, or other legal entity or an affiliate or subsidiary thereof and who seeks to enter the United States temporarily to continue to render his services to the same employer or a subsidiary or affiliate in a capacity that is managerial, executive, or involving specialized knowledge.

APPENDIX 5

THE HEGIS TAXONOMY*

Section I:

CONVENTIONAL ACADEMIC SUBDIVISIONS OF KNOWLEDGE AND TRAINING

Title	*Code*
Accounting	0502
Administration, business	0506
Administration, educational	0827
Administration, public	2102
Administration, special education	0809
Adult education	0807
Advertising	0604
Aeronautical engineering	0902
Aerospace engineering	0902
Aerospace science	1803
African languages (non-Semitic)	1116
African studies	0305
Afro-American studies	2211
Agricultural business	0112
Agricultural economics	0111
Agricultural engineering	0903
Agricultural management	0110
Agriculture, general	0101
Agriculture technologies	0116
Agronomy	0102
American Indian cultural studies	2212
American studies	0313
Analytical chemistry	1909
Anatomy	0412
Animal science	0104
Anthropology	2202
Applied design	1009
Applied mathematics	1703
Arabic	1112
Archeology	2203
Architectural engineering	0904
Architecture	0202
Architecture, naval	0923
Art	1002
Art appreciation	1003
Art, commercial	1009
Art education	0831
Art history	1003
Asian studies, general	0301
Astronautical engineering	0902
Astronomy	1911
Astrophysics	1912
Atmospheric sciences	1913
Audiology	1220
Bacteriology	0403
Banking	0504
Biblical languages	2303
Biochemistry	0414
Bioengineering	0905
Biological and physical sciences (interdisciplinary)	4902
Biology, cellular	0417
Biology, general	0401
Biology, marine	0418
Biology, molecular	0416
Biomedical communication	1217
Biomedical engineering	0905
Biometrics	0419
Biophysics	0415
Biostatistics	0419
Black culture studies	2211
Botany, general	0402
Business administration	0506
Business, agricultural	0112
Business economics	0517
Business education	0838
Business, general	0501
Business, international	0513
Business management	0506
Business statistics	0503
Cafeteria management	1307
Catalan	1199
Cell biology	0417
Cell physiology	0417
Ceramic engineering	0916
Ceramics	1009
Chemical engineering	0906
Chemistry, general	1905
Child development	1305
Chinese	1107
Chiropractic	1221
Cinematography	1010
City planning	0206
Civil engineering	0908
Classics	1504
Clinical psychology	2003
Clinical social work	1222
Clothing	1303
Commerce education	0838
Commerce, general	0501
Commercial art	1009
Communication media	0605
Communications, general	0601
Communications engineering	0909
Community college education	0806
Community planning	0206
Community services, general	2101
Comparative literature	1503
Computer programming	0704
Computer sciences, general	0701
Construction engineering	0908
Consumer economics	1304

*Source: Robert A. Huff and Marjorie O. Chandler, A Taxonomy of Instructional Programs in Higher Education (Washington, D. C.: National Center for Educational Statistics, Office of Education, 1970).

Continuing education 0807
Corrections 2105
Counseling, educational 0826
Counseling, psychology for 2004
Creative writing 1507
Criminology 2209
Crop management 0102
Curriculum 0829
Cytology 0417

Dairy sciences 0105
Dance 1008
Danish 1114
Data processing 0703
Debate 1506
Demography 2215
Dental hygiene 1213
Dental specialties 1205
Dental technologies 1224
Dentistry, D.D.S. or D.M.D. degree 1204
Developmental psychology 2009
Dietetics 1306
Distributive education 0838
Dramatic arts 1007
Drawing 1002
Driver education 0836

Earth sciences, general 1917
East Asian studies 0302
Eastern European studies 0311
Ecology 0420
Economics 2204
Economics, agricultural 0111
Economics, business 0517
Education of the culturally disadvantaged 0813
Education of the deaf 0812
Education of the emotionally disturbed 0816
Education, general 0801
Education of the gifted 0811
Education of mentally retarded 0810
Education of the multiple handicapped 0820
Education of the physically handicapped 0819
Education, religious 2304
Education of the visually handicapped 0814
Educational administration 0827
Educational evaluation 0825
Educational measurement 0825
Educational psychology 0822
Educational research 0824
Educational statistics 0824
Educational supervision 0828
Educational testing 0825
Electrical engineering 0909
Electronics engineering 0909
Elementary education, general 0802
Embryology 0427
Engineering, general 0901
Engineering mechanics 0921
Engineering and other disciplines (interdisciplinary) 4904
Engineering physics 0919
Engineering technologies 0925
English as a foreign language 1508
English, general 1501
English, literature 1502
Entomology 0421
Environmental design, general 0201
Environmental engineering 0922
European studies, general 0310
Experimental psychology (animal and human) 2002

Family life education 0837
Family relations 1305
Farm management 0110
Fashion design 1009
Field crops 0102
Finance 0504
Fine arts, general 1001
Finnish 1199
Fish management 0107
Floriculture 0109
Foods and nutrition 1306
Food science 0113
Food technology 0113
Foreign languages, general 1101
Forensic science 1506
Forestry 0114
Forestry technologies 0116
French 1102
Fruit production 0108

Game management 0107
General liberal arts and sciences (interdisciplinary) 4901
Genetics 0422
Geochemistry 1915
Geography 2206
Geological engineering 0911
Geology 1914
Geophysical engineering 0912
Geophysics 1916
German 1103
Government 2207
Greek, classical 1110
Guidance, education 0826

Heatlh care administration 1202
Health education 0837
Health professions, general 1201
Hebrew 1111
Helping services 2104
Higher education, general 0805
Histology 0413
History 2205
History of education 0821
Home decoration 1302
Home economics, general 1301
Home equipment 1302
Home management 1304
Horticulture 0108
Hospital administration 1202
Hotel management 0508
Humanities and social sciences (interdisciplinary) 4903
Husbandry, animal 0104
Husbandry, dairy 0105

Ichthyology 0499
India studies 0303
Indian (Asiatic) 1113
Industrial arts education 0839
Industrial engineering 0913
Industrial psychology 2008
Industrial relations 0516
Information sciences 0702
Information sciences, general 0701
Information systems 0702
Inorganic chemistry 1906
Institutional management 1307
Instruction 0829
Insurance 0512
Interior decoration 1009
Interior design 0203
International business 0513
International public service 2106
International relations 2210
Investments 0505
Islamic studies 0306
Italian 1104

Japanese 1108
Jewelry 1009
Journalism 0602
Junior college education 0806
Junior high school education 0804

Kindergarten education 0823
Korean 1199

Labor relations 0516
Landscape architecture 0204
Latin 1109
Latin American studies 0308
Law enforcement 2105
Law, general 1401
Learning theory 0822
Liberal arts and sciences (interdisciplinary) 4901
Library science, general 1601
Limnology 0499
Linguistics 1505
Literature, comparative 1503
Literature, English 1502

Management, business 0506
Management, engineering 0913
Marine biology 0418
Marine engineering 0923
Marketing 0509
Materials engineering 0915
Mathematics, applied 1703
Mathematics, education 0833
Mathematics, general 1701
Mathematics, statistics 1702
Mechanical engineering 0910
Medical laboratory technologies 1223
Medical record librarianship 1215
Medical specialties 1207
Medicine, M.D. degree 1206
Metallurgical engineering 0914
Metallurgy 1920
Metalsmithing 1009
Meteorology 1913
Mexican-American cultural studies 2213
Microbiology 0411
Middle Eastern studies 0309
Military science 1801
Mineral engineering 0918
Mining engineering 0918
Molecular biology 0416
Molecular physics 1903
Music (liberal arts program) 1005
Music appreciation 1006
Music, composition 1004
Music education 0832
Music history 1006
Music, performing 1004
Music, theory 1004
Musicology 1006

Natural resources management 0115
Naval architecture 0923
Naval science 1802
Neurosciences 0425
Norwegian 1114
Nuclear engineering 0920
Nuclear physics 1904
Nursery science 0109
Nursing (baccalaureate and higher programs) 1203
Nutrition, scientific 0424

Occupational therapy 1208
Ocean engineering 0924
Oceanography 1919
Operations research 0507
Optometry 1209
Organic chemistry 1907
Ornamental horticulture 0109
Ornithology 0499
Osteopathic medicine, D.O. degree 1210

Pacific area studies 0314
Painting 1002
Paleontology 1918
Parasitology 0499
Park management 2103
Pathology, animal 0408
Pathology, human 0408
Pathology, plant 0404
Personnel management 0515
Petroleum engineering 0907
Petroleum refining 0906
Pharmaceutical chemistry 1910
Pharmacology, animal 0409
Pharmacology, human 0409
Pharmacology, plant 0405
Pharmacy 1211
Philology 1505
Philosophy 1509
Philosophy of education 0821
Phonetics 1505
Photography 1011
Physical chemistry 1908
Physical education 0835
Physical sciences, general 1901
Physical therapy 1212
Physics, general 1902
Physiological psychology 2010
Physiology, animal 0410
Physiology, human 0410
Physiology, plant 0406
Plant pathology 0404
Plant pharmacology 0405
Plant physiology 0406
Podiatry 1216
Political science 2207
Poultry science 0106
Pre-elementary education 0823
Programming, computer 0704
Psychology, clinical 2003
Psychology for counseling 2004
Psychology, developmental 2009
Psychology, education 0822
Psychology, general 2001
Psychology, industrial 2008
Psychology, physiological 2010
Psychology, social 2005
Psychometrics 2006
Public address 1506
Public administration 2102
Public health 1214
Public utilities 0510
Purchasing 0509

Radio 0603
Radiobiology 0423
Radiologic technologies 1225
Range management 0117
Reading education 0830
Real estate 0511
Recreation management 2103
Regional planning 0206
Rehabilitation services 1222
Religious education 2304
Religious music 2302
Religious studies 1510
Remedial education 0817

Restaurant management	0508
Rhetoric	1506
Russian	1106
Russian studies	0307
Safety education	0836
Sanitary engineering	0922
Sanskrit	1199
Scandinavian languages	1114
Science education	0834
Sculpture	1002
Secondary education, general	0803
Secretarial studies	0514
Securities	0505
Seismology	1916
Semantics	1505
Slavic languages (other than Russian)	1115
Slavic studies	0307
Social foundations of education	0821
Social sciences, general	2201
Social psychology	2005
Social work	2104
Sociology	2208
Soil conservation	0103
Soil management	0103
Soil science	0103
South Asian studies	0303
Southeast Asian studies	0304
Spanish	1105
Special education, general	0808
Special learning disabilities	0818
Speech	1506
Speech correction	0815
Speech pathology	1220
Statistics, mathematical and theoretical	1702
Statistics in psychology	2007
Student personnel	0826
Swedish	1114
Systems analysis	0705
Systems, information	0702
Teaching of English as a foreign language	1508
Technical education	0839
Television	0603
Textile design	1009
Textile engineering	0917
Textiles, home economics	1303
Theological professions, general	2301
Toxicology	0426
Transportation	0510
Transportation engineering	0908
Urban architecture	0205
Urban studies	2214
Vegetable production	0108
Veterinary medicine, D.V.M. degree	1218
Veterinary medicine specialties	1219
Vietnamese	1199
Vocational education	0839
Weaving	1009
West European studies	0312
Wildlife management	0107
Writing, creative	1507
Zoology, general	0407

Section II:

TECHNOLOGICAL AND OCCUPATIONAL CURRICULUMS LEADING TO ASSOCIATE DEGREES AND OTHER AWARDS BELOW THE BACCALAUREATE

Title	*Code*
Accounting technologies	5002
Advertising design technologies	5012
Advertising technologies	5004
Aeronautical technologies	5302
Agriculture technologies	5402
Air conditioning technologies	5317
Airport management technologies	5004
Animal laboratory assistant technologies	5206
Appliance repair technologies	5310
Applied arts technologies	5012
Architectural drafting technologies	5304
Automotive technologies	5306
Aviation technologies	5302
Banking technologies	5003
Bible study	5502
Biological laboratory assistant technologies	5205
Broadcasting technologies	5008
Building technologies	5317
Business management technologies	5004
Business technologies, general	5001
Carpentry technologies	5317
Chemical technologies	5305
Civil technologies	5309
Commerce technologies, general	5001
Communications technologies	5008
Computer operator technologies	5104
Computer, peripheral equipment operation technologies	5104
Computer programmer technologies	5103
Construction technologies	5317
Corrections technologies	5505
Cosmetologist	5006
Data processing equipment maintenance technologies	5105
Data processing technologies, general	5101
Dental assistant technologies	5202
Dental hygiene technologies	5203
Dental laboratory technologies	5204
Diesel technologies	5307
Distribution technologies	5004
Drafting, architectural	5304
Education technologies	5503
Electrician technologies	5317
Electro diagnostic technologies	5217
Electromechanical technologies	5311
Electronics and machine technologies	5310
Engineering graphics	5303
Engineering technologies, general	5301
Environmental health technologies	5408
Finance technologies	5003
Fine arts technologies	5012
Fire control technology	5507
Fisheries technologies	5403
Food services technologies	5404
Forestry technologies	5403

Graphic arts technologies 5012

Health services assistant technologies, general 5201
Heating technologies 5317
Home economics technologies 5405
Horticulture technologies 5402
Hospital food service technologies 5404
Hotel management technologies 5010

Industrial management technologies 5004
Industrial technologies 5312
Inhalation therapy technologies 5215
Input preparation technologies 5102
Institutional management technologies 5218
Instrumentation technologies 5314
Insurance technologies 5004

Key punch operator technologies 5102

Laboratory technologies, general 5407
Landscape technologies 5402
Law enforcement technologies 5505
Library assistant technologies 5504
Lithography technologies 5009

Machine drafting and design technologies 5303
Machine repair technologies 5310
Marina equipment technologies 5004
Marine technologies 5406
Marketing technologies 5004
Mechanical technologies 5315
Mechanical technologies, general 5301
Medical assistant technologies 5214
Medical laboratory assistant technologies 5205
Medical office assistant technologies 5214
Medical record technologies 5213
Mental health aide programs 5216

Natural science technologies, general 5401
Newspaper communication technologies 5008
Nuclear technologies 5316
Nursing, practical (L.P.N. or L.V.N.) 5209
Nursing R.N. preparation 5208

Occupational therapy technologies 5210
Oceanographic technologies 5406
Ocular care technologies 5212
Office machine repair technologies 5310
Office machine training 5005
Ophthalmic technologies 5212
Optical technologies 5212
Optometric technologies 5212

Personal service technologies 5006
Personnel management technologies 5004
Photogrammetry technologies 5309
Photography technologies 5007
Physical therapy technology 5219
Plastics technologies 5305
Plumbing technologies 5317
Police technologies 5505
Printing technologies 5009
Programmer technologies 5103
Psychiatric technologies 5216
Public administration and management technologies 5508
Public health inspection technologies 5408
Public service technologies, general 5501
Public utility technologies 5011
Purchasing technologies 5004

Radio broadcasting technologies 5008
Radio repair technologies 5310
Radiologic technologies 5207
Real estate technologies 5004
Recreation technologies 5506
Religion related occupations 5502
Rest home management technology 5218
Restaurant management technologies 5010

Sales technologies 5004
Sanitation technologies 5408
Secretarial technologies 5005
Sheet metal technologies 5317
Social work related technologies 5506
Stewardess preparation 5006
Surgical technologies 5211
Surveying technologies 5309

Teacher aide preparation 5503
Television broadcasting technologies 5008
Television repair technologies 5310
Textile technologies 5313
Tool design technologies 5303
Transportation technologies 5011

Welding technologies 5308
Wildlife technologies 5403

X-ray technologies 5207

APPENDIX 6

DED - STAFF

SUGGESTED COBOL PICTURES

DATA ELEMENT	DED NO.	COBOL PICTURE
Account Number	204	X(18)
Achievement Record	027	X(60)
Activity Beginning Date	407	9(06)
Activity Category	401	9(02)
Activity Ending Date	408	9(06)
Activity FTE	402	9V99
Activity Outcome Category	404	9(01)
Activity Program Function	403	9(08)
Address - City	009	X(20)
Address - State	010	X(02)
Address - Street/Apartment	008	X(16)
Address - Telephone Number	012	9(14)
Address - Zip Code	011	9(05)
Annual Salary Rate	213	9(05)
Appointment Code	202	9(05)
Appointment Effective Date	207	9(06)
Appointment Expiration Date	208	9(06)
Appointment FTE	205	9V99
Appointment Organizational Unit	203	9(05)
Appointment Period	206	9(02)
Appointment Status	209	X(01)
Appointment Title	201	X(25)
Assignment	301	9(08)
Assignment Beginning Date	303	9(06)
Assignment Ending Date	304	9(06)
Assignment FTE	302	9V99
Beginning Date - Year	105	9(02)
Campus Office - Building Code	014	X(04)
Campus Office - Building Name	015	X(12)
Campus Office - Campus	013	X(03)
Campus Office - Room Number	016	X(07)
Campus Office - Telephone Number	017	9(14)
Citizenship Status	006	X(04)
Civil Rights Racial Category	007	9(01)
Course Identifier	405	X(10)
Date of Birth	003	9(06)
Degree/Certificate	102	X(05)
Degree/Certificate Date	103	9(04)
Ending Date - Year	106	9(02)
Faculty Rank	211	9(01)

DATA ELEMENT	DED NO.	COBOL PICTURE
Highest Academic Degree or Diploma	022	X(01)
Honorary Degrees and Awards	023	X(60)
Institution Name	101	X(20)
Leave Status	211	9(02)
Licenses, Certificates and Registrations	025	X(60)
Location of Previous Employment - State	029	X(02)
Major Field of Study	104	9(04)
Marital Status	005	X(01)
Method of Entry into Current Job Class	214	X(01)
Name	001	X(30)
Physical Handicap Status	018	9(01)
Position Budget Amount	216	9(05)
Position Identification	215	9(03)
Professional Affiliations	214	X(60)
Section Identifier	406	X(04)
Sex	004	X(01)
Staff Identification Number	002	X(09)
Special Competencies	026	X(60)
Student Identification Number	019	X(09)
Tenure Status	212	X(01)
Termination Code	020	X(01)
Termination Date	021	9(06)
Type of Previous Employment	028	X(01)

APPENDIX 7

CHANGES FROM FIRST EDITION

PREVIOUS DATA ELEMENT	OLD DED NO.	NEW DED NO.	CORRESPONDING CURRENT DATA ELEMENT
Academic Rank	208	210	Faculty Rank
Account Number	203	204	Account Number
Appointment Effective Date	211	207	Appointment Effective Date
Appointment Expiration Date	212	208	Appointment Expiration Date
Appointment Percentage	204	205	Appointment FTE
Appointment Salary Budgeted	205	213	Annual Salary Rate
Appointment Type	213	209	Appointment Status
Birthdate	003	003	Date of Birth
Campus Office Address(s)	014	013	Campus Office - Campus
		014	Campus Office - Building Code
		015	Campus Office - Building Name
		016	Campus Office - Room Number
		017	Campus Office - Telephone Number
Citizenship Status	009	006	Citizenship Status
Course Assignments	340	405	Course Identifier
		406	Section Identifier
		407	Activity Beginning Date
		408	Activity Ending Date
Current Local Address	012	008	Address - Street/Apartment
		009	Address - City
		010	Address - State

STAFF CHANGES - continued

PREVIOUS DATA ELEMENT	OLD DED NO.	NEW DED NO.	CORRESPONDING CURRENT DATA ELEMENT
First Date of Appointment	112	207	Appointment Effective Date
Graduate Education	102	101	Institution Name
		102	Degree/Certificate
		103	Degree/Certificate Date
		104	Major Field of Study (HEGIS)
Highest Academic Degree or Diploma	103	022	Highest Academic Degree or Diploma
Honorary Degrees and Awards	106	023	Honorary Degrees and Awards
Instructional Activities	341	402	Activity Category
Licenses, Certificates, and Registrations	108	025	Licenses, Certificates, and Registrations
Marital Status	006	005	Marital Status
Noninstructional Activities	342	401	Activity Category
		402	Activity FTE
		407	Activity Beginning Date
		408	Activity Ending Date
Permanent Address	013	008	Address - Street/Apartment
		009	Address - City
		010	Address - State
		011	Address - Zip Code
		012	Address - Telephone Number
Physical Handicap	015	018	Physical Handicap Status

STAFF CHANGES - continued

PREVIOUS DATA ELEMENT	OLD DED NO.	NEW DED NO.	CORRESPONDING CURRENT DATA ELEMENT
Postdoctoral Education	105	101	Institution Name
		104	Major Field of Study (HEGIS)
		105	Beginning Date - Year
		106	Ending Date - Year
Post Graduate Study	104	101	Institution Name
		104	Major Field of Study (HEGIS)
		105	Beginning Date - Year
		106	Ending Date - Year
Previous Employment	111	028	Type of Previous Employment
		029	Location of Previous Employment - State
Professional Affiliations	107	024	Professional Affiliations
Publication Record	110	027	Achievement Record
Race	010	007	Civil Rights Racial Category
Sabbaticals and Leaves of Absence	214	211	Leave Status
Separation from Institution	113	020	Termination Code
Sex	005	004	Sex
Social Security Number	002	002	Staff Identification Number
Special Competencies	109	026	Special Competencies
Support Staff Skill Level	209	215	Position Identification
Tenure Status	210	212	Tenure Status

STAFF CHANGES - continued

PREVIOUS DATA ELEMENT	OLD DED NO.	NEW DED NO.	CORRESPONDING CURRENT DATA ELEMENT
Undergraduate Education	101	101	Institution Name
		102	Degree/Certificate
		103	Degree/Certificate Date
		104	Major Field of Study (HEGIS)

STAFF CHANGES - continued

DELETIONS FROM PREVIOUS DED	DED NO.	DED NO.	ADDITIONS TO CURRENT DED
Birthplace	004	404	Activity Outcome Category
		403	Activity Program Function
Dependents	007	203	Appointment Organizational Unit
Emergency Contact	008	301	Assignment
Military Status	011	303	Assignment Beginning Date
Staff Benefits	207*	304	Assignment Ending Date
		302	Assignment FTE
		214	Method of Entry into Current Job Class
		216	Position Budget Amount
		019	Student Identification Number

* This data element is derivable from data elements in the Finance Section.

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2641911000045300:
2.5M:173:GD:Hirsch:2BA66

9341600000045200:
1.5M:173:GD:Hirsch:2BA66

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